

**DA Administrative Circular No. 05 Series of 2019**

**Institutionalization of the Farmer's and Fisherfolk's Organizations or Associations' Participation in the Procurement of Goods and Civil Works Pertaining to the Needs of the Farmers and Fisher Folks**

**May 17, 2019**

The AO provides guidelines regarding the inclusion of farmers' and fisherfolk's organization or association in the procurement process to ensure that the beneficiaries' actual needs are being addressed and provided accordingly. It recognizes the need for an open avenue for farmer's and fisherfolk's participation through representation, particularly in project planning and the procurement program of the DA.

**Salient Extension Provisions**

III. PLANNING AND IDENTIFICATION OF PROJECTS The Department hereby adopts a participatory process of project planning and identification through farmer's and/or fisherfolk's participation with the following procedural requirements:

1. The End-User/Implementing Unit shall identify project proposals in line with the procuring entity's strategic plan, key results areas, and major final outputs that will be procured with the participation of target farmer and/or fisherfolk beneficiary(ies);
2. The End-User/Implementing Unit shall prepare the objectives, requirements, estimated budget, outputs, and target farmer and/or fisherfolk beneficiary(ies) of the selected project and present the same through consultation meeting with them for review and discussion.
3. The proposed projects that were found to be acceptable by the target farmer and/or fisherfolk beneficiary(ies) shall be included in the end-user unit's PPMP and the procuring entity's approved APP.

Accordingly, the End-User/Implementing Unit concerned shall conduct the said consultation meeting or discussion with the target farmer and/or fisherfolk beneficiary(ies) for purposes of drawing up the farmer's and fisher folk's needs relative to Specifications, Scope of Work, and/or Terms of Reference of the proposed bidding project.

Source:

Retrieved from ATI Quality Management Systems Documents (Guidelines)